

HOW TO REPORT THE BIRTH OF A CHILD ABROAD

If your child has a claim to U.S. citizenship, you must apply for a Consular Report of Birth Abroad (CRBA). This is a basic citizenship document that establishes your child's status as an American citizen. We recommend that you apply for a CRBA as soon as possible after the child's birth; you may also apply for a passport at the same time. A CRBA may not be issued to a child over 18 years old.

The following documents are required to issue a Passport and a Consular Report of Birth Abroad to a child born in Jordan to a U.S. citizen parent or parents:

1. Birth certificate issued by the Jordanian authorities with English translation. The original Jordanian birth certificate is issued by the Department of Civil Registration (Dairat Al-Ahwal Al-Madaniyyah) on the basis of a "Notification of Birth" form issued by the hospital.
2. The marriage certificate (with translation if not in English). If the parents are not married, please ask a consular officer about special requirements.
3. Evidence of the termination of previous marriages (with translation if not in English), if either of the parents was previously married. Normally, such evidence consists of a divorce order, annulment decree, or death certificate.
4. Evidence of the U.S. citizenship of both parents. Such evidence normally consists of U.S. passport, naturalization certificate or a birth certificate from the United States.
5. If only one parent is a United States citizen, evidence of the American citizen parent's physical presence in the United States. Such evidence often consists of old passports and educational records (school or university transcripts). The American citizen parent must show:
 - For children born after November 14, 1986: at least five years of physical presence in the United States, including two years after the age of fourteen.
 - For children born before November 14, 1986: at least ten years of physical presence in the United States, including five years after the age of fourteen.

If a previous child was documented with a Consular Report of Birth Abroad , please bring it with you.

6. Two passport photographs of the baby. Photographs should be 2" by 2" with a white background and full face. The baby should be clearly identifiable from the photograph.

NOTES:

- **All documents must be submitted in original or certified copy.**
- **Applications are accepted Sunday through Thursday, 12:30 p.m. to 3:30 p.m.**
- **Both parents and the child must appear in person.** If one parent is not in Jordan, he or she may submit a notarized letter authorizing the other parent to apply for the CRBA and passport. This letter must state the child's name, both parents' names, and must be signed and notarized. The Embassy also has a form available for this purpose.
- **You maybe asked to submit all documents for extended review and an appointment will be scheduled to be seen on a later date.**

Fees are collected in cash only, in U.S. dollars or the equivalent in Jordanian dinars.

a. Minor Passport	\$40.00
b. Execution of passport application	\$25.00
c. Report of birth abroad	\$65.00
d. Passport Security Surcharge	<u>\$20.00</u>
Total	\$150.00

Completing the Form DS-2029

The form should be downloaded and printed on white A4 or letter-size paper

Please complete sections 1 to 15 on the application form in block letters and black ink. This information is mandatory. Where appropriate, items should be answered as "None" rather than "N/A."

Item 6 - Full Name: Please complete this item with your names **as they appear on your passports**. For women who have adopted their spouse's surname, please complete thus: "Jane Smith Doe, born Jane Mary Smith."

Item 11 - Evidence of U.S. Citizenship: Please complete this item with your U.S. passport number, date of issue, and place of issue as listed on your current passport. Foreign nationals should list the country of nationality first, then complete this item.

Item 12 - Physical Presence: This means the actual time when the parent was physically present in the United States. **Any travel outside the United States, including vacation, does not count toward physical presence.** Maintaining a residence in the U.S. does not constitute physical presence. Please use the space on the form to list all periods in which you were physically within the borders of the United States to the best of your memory. Start with your birth, if you were born in the United States, or your first entry to the United States, if you were born abroad, and account for all periods up to the present. You may attach a separate sheet with this information.

Do not sign the form until requested by a consular officer.